



ADVISORY GROUP

TERMS AND CONDITIONS

As a member of the JAC Advisory Group, I agree to the following terms and conditions:

1. My contributions should be based on my own views, informed by my role as [<amend as necessary> barrister, solicitor, judge, panel member]. I will fulfil the role of a subject matter lead (SML) for selection exercises, as agreed.
2. I will respect the opinion of colleagues and offer constructive contributions towards the development of selection materials and processes.
3. I will aim to promote effective working between group members, JAC staff and other colleagues on development of selection material and processes.
4. I agree wherever practicable to contribute to or participate in additional group activities to promote the development of high-quality selection material and processes such as qualifying test dry runs.
5. I will provide timely comments on most out of committee papers, adhering, as far as practicable to reasonable timescales included in the request.
6. I will maintain absolute confidentiality relating to the subject matter, format and all other details of selection exercise materials discussed in meetings and/or email correspondence forming part of any exercise in which I am subject matter lead. I will strive to maintain the security of any selection material that I am shown in whatever form.

Application for JAC selection exercises

7. If I seek to apply within a JAC competition I will discuss with the Chair any potential impact on my role as an Advisory Group member and how if achievable to avoid compromising the effectiveness of the selection process.

Probation

8. I accept a probationary period of six months during which I may confirm that I am content to continue and the JAC may confirm it is content with my contribution.

I accept these terms and conditions:

.....
Signature

.....
Name

.....
Organisation

ADVISORY GROUP

TERMS OF REFERENCE

Purpose

The purpose of the JAC Advisory Group is to work with the JAC and drafting judges to:

- Provide advice on, and work collaboratively to develop material associated with JAC selection exercises with the aim of ensuring they are fit for purpose
- Where appropriate provide comments on JAC policy matters

Functions

Members of the Group:

1. Will provide advice on, and contribute ideas towards, the development of assessment materials. This may be done on an individual or collective basis. For example:
 - i. Multiple choice tests, situational questions
 - ii. What areas need to be considered (jurisdiction, complexity, level, which competence)
 - iii. of questions
2. May be assigned to work with drafting judges on the development of materials, with oversight by JAC.
3. Will form a view whether the material is fit for purpose, non-discriminatory, and provides an equal opportunity to all eligible candidates.
4. May, through the Chair, make the Commission Board aware of any concerns in relation to the group's ability to meet its purpose or deliver its functions.

Principles

- JAC owns all selection exercise materials
- Comments expressed by AG members will inform the development of materials but the final decision rests with the JAC
- Comments on the materials are welcomed from all members, including suggestions for improvement but AG members are expected to demonstrate support for JAC aims and objectives within and outside of meetings
- Where and whenever possible, the JAC will provide AG members with feedback on any comments they provide

Confidentiality

All papers and discussions relating to specific tests and role plays must be kept confidential to the AG. Those who attend the Group represent their own views rather than those of their organisation and are able to discuss materials within meetings with drafting judges and AG members.

However, papers and discussions relating to other practical and policy issues (i.e. not relating to the selection materials for specific exercises) may be shared more widely within members' organisations. The Secretariat will provide clear advice about which papers and discussions may be disclosed.

Declarations of interest

Members of the Group will declare any connection to an exercise, and also identify any possible conflict of interest for them in contributing to the discussion. All members are required to confirm to the secretariat any 'declaration of interest or conflict' upon receipt of the agenda, and ahead of papers being issued.

Tenure/conditions

- Members serve a maximum term of three years, extendable year-by-year for up to an additional three years with Chair approval.
- AG members will sign the terms and conditions
- AG members will speak to the Chair and discuss best approach to avoid compromising the effectiveness of the selection process if they wish to apply for any JAC exercises

Membership

Membership will comprise:

JAC Commissioner (in the Chair)
JAC Commissioner (in the Deputy Chair)
JAC Head of Operational Delivery, or nominated deputy
JAC Head of Selection Policy, or nominated deputy

Tribunal Judges (jurisdictions as appropriate) as agreed with SPT
Courts Judges (jurisdictions as appropriate) as agreed with SPJ

Nominees of:

Bar Council
Law Society
CILEx
Chancery Bar
Society of Legal Scholars

Two JAC lay panel members with professional knowledge and expertise in competency-based assessment

Additional members may be invited.

Secretariat

The Secretariat will be provided by the JAC, which will also circulate agendas and action-based minutes of meetings.

Roles and Responsibilities

Advisory Group Chair

- Guide discussions, encourage participation from all members, and manage time effectively.
- Address any conflicts or disagreements that arise during meetings.
- Ensure action items are tracked and completed, and that minutes are accurately recorded and distributed.

JAC Head of Operational Delivery (or nominated deputy)

- Provide regular updates on operational matters affecting the JAC.
- Ensure that necessary resources are available for the development and implementation of selection exercises.
- Offer support and guidance to members on operational issues.

JAC Head of Selection Policy (or nominated deputy)

- Inform members about any changes or updates to selection policies.
- Provide expert advice on policy matters related to selection exercises.
- Collect and incorporate feedback from members to improve selection policies.

Advisory Group Members

- Thoroughly review the agenda and any relevant documents before meetings.
- Engage in discussions, share insights, and provide constructive feedback.
- Work collaboratively with other members to achieve the group's objectives.
- Follow through on any tasks or action items assigned during meetings.

Secretariat

- Schedule meetings, send out invitations, and prepare necessary documents.
- Record detailed minutes during meetings and distribute them to members.
- Collate and manage declarations of interest and conflicts from members.

Quality Assurance Manager/Selection Exercise Manager

- Provide a comprehensive overview of the selection exercises and assessment tools.
- Present assessment tools to the Advisory Group and relay feedback to the Drafting Judge (if the Drafting Judge is absent from the meeting).
- Ensure that assessment tools meet quality standards and are fit for purpose.

Drafting Judge

- Lead the design and development of shortlisting or selection assessment tools.
- Present draft assessment tools to the Advisory Group for review.
- Revise assessment tools based on feedback from the Advisory Group.

Effectiveness Reviews

The Advisory Group will undertake regular effectiveness reviews to ensure it continues to achieve its intended purpose. These reviews will include an examination of the Terms of Reference and provide assurance that the group's objectives are being met. The reviews will be conducted bi-annually and will involve feedback from all members. Any necessary adjustments to the ToR or group practices will be made based on the findings of these reviews.